

University of Toledo  
College of Arts & Letters  
School of Visual & Performing Arts  
Department of Music  
Music Student Handbook – 2016/2017

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## FORWARD

**The *Student Handbook* serves as a guideline and policy statement for The University of Toledo Department of Music. It is intended to acquaint students and new faculty with the department's policies, practices, and procedures. We hope that we have anticipated questions and provide answers that will enable your educational experience to be productive and positive. It is expected that all departmental constituents will familiarize themselves with its contents.**

**It is sometimes necessary to amend policies and procedures. If and when amendments are made they will be posted on the bulletin boards, announced at Thursday recitals, and generally publicized so that those concerned may be aware of the changes.**

The Handbook is revised annually, and we welcome student input concerning its content. Suggestions may be made to the Department of Music Chair. Much of the information in this handbook is valuable for graduate students. However, most information about graduate degree procedures and policies is not presented here. It is found in a separate document, "Procedures and Policies for Music Graduate Students" and is available from the Graduate Office or on-line at <http://www.utoledo.edu/graduate/>

**The *Student Handbook*, supplementary to The University of Toledo General Catalog, is prepared for the convenience of students and faculty of the Department of Music, and is not to be construed as an official publication of the Board of Trustees. In case of any divergence from or conflict with the Bylaws and Policies of the Board of Trustees and with those of the College of Arts & Letters or the School of Visual & Performing Arts, the official Bylaws and Policies of the Board, College, and/or School will prevail.**

For ease of use, refer to the Table of Contents. We hope it helps you find your way around the department and its curriculum more easily.

# I. REQUIREMENTS, POLICIES & PROCEDURES

## ADMISSION TO THE DEPARTMENT

1. Requirements for admission to the University are listed in the University Catalog. Pertinent to the music program are the sections for the College of Arts & Letters (Bachelor of Arts degree in music and the Bachelor of Music degree in performance), and the College of Education (Bachelor of Education degree in music). Music courses are described in the College of Arts & Letters section; music education courses in the College of Education section.
2. In general, a prospective music student should show evidence of: a) a good academic record in previous work, b) potential skill and artistry in some specialized area of performance, and c) at least a general understanding of music theory and music history. Potential Undergraduate Students must submit a college test score (ACT or SAT), and have either a 2.5 high school GPA or ACT composite of 20 or SAT combined reading and math score of 950. Potential Graduate Students must show evidence of an undergraduate GPA below 2.7 or above. If below a 2.7, the applicant must achieve a combined verbal and quantitative score of at least 800 on the GRE [if taken before August 2011] or 280 [if taken in August 2011 or later].
3. The procedure for applying to the Department of Music is as follows:
  - a. Request an official application form from the Director of Admissions of The University of Toledo.
  - b. You will then be asked to submit transcripts of previous academic work, and to take the A.C.T. test, or a transfer test.
  - c. Students applying to UT and who wish to be Music Majors must also concurrently apply for admission to the Department of Music by completing and returning the department's application form and successfully passing an entrance audition. To receive an application form, schedule an audition, and for information on audition requirements, prospective students should call the departmental office at 419-530-2448, or secure an application from the department's website - [www.utoledo.edu/comm-arts/music](http://www.utoledo.edu/comm-arts/music).
  - d. A student may be accepted or denied admission to music degree work on the basis of the audition.

## AUDITIONS

Auditions or juries are held for the following purposes in Music:

1. Admission to the Department of Music

An audition is a required part of the application process. The Winter/Spring admission audition also serves as a scholarship audition. Students who were admitted to the Department of Music on the basis of a recording are expected to re-audition for studio placement at the beginning of the term in which they enter.
2. Placement in Large Ensembles

Auditions are held during the first week of classes each Fall/Spring and are required for all new and returning students. Contact ensemble directors for specific requirements.
3. Level Placement or Change for Applied Lessons

Live Auditions or juries are required for initial placement and subsequent performance level changes.

## MUSIC MAJOR DEFINITION

An undergraduate student is considered a music major if all of the following are true:

1. The student has been accepted as a music major by the Department of Music.
2. The student is enrolled at the appropriate level of performance studies, or has completed requirements for performance courses.
3. The student is enrolled in an appropriately assigned ensemble following an ensemble audition, or has completed both degree requirements and co-requisite requirements for participation in ensembles.
4. The student is enrolled in appropriate courses, or has completed all requirements in the core.

5. The student is making satisfactory progress toward a music degree.
6. Has formally indicated a music degree program with the Registrar's Office.

### **GRADE POINT AVERAGE (GPA) REQUIREMENTS/PROBATION**

1. The GPA required for graduation by the College of Communication and the Arts is 2.0 (cumulative) for all work at the University and 2.0 (cumulative) for all music courses. Candidates for the Bachelor of Education degree in music must maintain a 2.7 (cumulative and in major) in order to be recommended for teacher licensure. Graduate students must maintain a 3.0.
2. A grade of "C" or better is required within each class of the music core curriculum (music theory and ear training, music history, class piano).
3. All Professional Education courses (B.Ed. Majors) must be passed with a grade of "C" or higher, and an accumulated GPA of 2.7 must be attained at the time of application for student teaching.
4. A student will be placed on Probation when the GPA falls below that required or when the student does not attain the necessary applied music level within a three-semester period. The student must regain good standing the next semester of enrollment through meeting the required GPA in both performance and classroom-taught subjects or in attaining the next applied music level, whichever might apply. A student will be allowed one probationary period during the undergraduate experience. The student will automatically lose music major status if a second probationary period is earned. A student who is dropped from the major due to not meeting the required GPA or applied music level must re-enroll in the music class(s) in which s/he did not achieve a grade of C or better, and/or re-audition. In the latter case, the student will be placed at the level deemed appropriate by majority vote of the audition committee, regardless the previous level achieved.
5. A student is limited to two retries to pass a music course required for graduation (total of 3 attempts).
6. A student dropping music major status and then reentering the program will follow the policies of the current Student Handbook and University Catalogue.
7. Consult the University Catalog of either college (CoAL or Education) for required grade point averages and for conditions pertaining to probation, suspension, and dismissal.

### **MINIMUM "C" REQUIREMENT (APPLIED MUSIC MINIMUM GRADE B REQUIREMENT)**

Students must achieve a minimum grade of "C" in all music courses needed for graduation. The exception is Applied music in which the student needs a minimum grade of "B". The faculty approved the minimum grade policy because the attainment of the minimum grade in these courses would help insure a sound course of study, based on solid foundations, and insure the attainment of necessary levels of competency at each critical stage before proceeding to the next. The faculty also hopes that the importance which this requirement attaches to these courses will be reflected in a corresponding prioritization by our students, who would ultimately benefit from increased academic achievement, surer progress toward graduation and enhanced prospects with respect to professional employment or graduate school admission.

Graduate students do not receive credit for any graduate course in which a grade lower than C has been earned.

### **THURSDAY PERFORMANCE LAB**

1. Description

Student recitals will be held each Thursday at 1 p.m. in the Recital Hall (PA1025) and may include departmental announcements. If scheduled student performances do not fill a particular program, faculty performances, lectures, or other activities may be substituted.

2. Attendance

All music majors and minors are required by the Department of Music to attend these recitals. No class may be scheduled to conflict with this time. Any unavoidable conflicts must be reported immediately to, and excused by, the Performance Lab Coordinator. All majors must enroll in MUS1000:001. Though no credit is given for MUS1000:001, 8 semesters with a grade of PS (Pass) are required of B.A. and B.M. music majors, 7 semesters for music education majors, 2 semesters for music minors, and 2 semesters for interdepartmental majors choosing music as an area. No more than three absences are permitted each semester for a grade of PS. An NC (No Credit) is given for four or more absences. The NC may be made up the following semester only, by having only one absence (for three the previous semester), or no absences (for four the previous semester).

3. Performance Requirement

Students should perform in a minimum of **(4) four** performances prior to their Junior Recital. Two of the performances must be as soloist.

4. See syllabus for more information.

### **OUTSIDE WORK**

1. A student enrolled as a full time student at The University of Toledo is expected to place school obligations above all outside or extra-curricular activities. Going to college demands a student's full time efforts. Outside work must never conflict with a student's performance or rehearsal responsibilities, or with classroom attendance; it must never impair the quality of a student's schoolwork. If economic considerations are such that conflicts are unavoidable, it may be better to take a reduced load until such time as the student is in a position to devote the proper attention to his/her studies.
2. It is advisable that a student on academic probation not be engaged in any outside work.
3. Students who are student teaching should not be engaged in any outside work.

## II. ACADEMIC GENERAL INFORMATION

### DEGREES OFFERED

**Acceptance into all music degree programs – both majors and minors – requires the successful completion of a music audition. Audition requirements and information can be found on the Department of Music’s web site – <http://www.utoledo.edu/al/svpa/music/>. Students should also consult with their advisers to determine the most appropriate degree preparation for their musical goals.**

#### **Bachelor of Arts**

This degree is intended for the individual who desires a broad-based liberal arts education. The degree program requires more intensive study in academic areas in addition to music and offers the college graduate various career options. It is not intended to prepare the student for a music-teaching career. Students seeking performance careers are encouraged to audition for the Bachelor of Music degree.

#### **Bachelor of Education in Multiage Music Education**

The nature of the public school situation is such that the prospective teacher should have as broad and varied a musical experience as possible, while also developing artistically through performance in a specialized area. This dual approach to the study of music is possible in the intensive major, which requires that about half of the degree work consists of music courses (there is no additional minor requirement). The student so prepared qualifies for the teaching license in music, valid for vocal and instrumental teaching of students ages 3 - 21. Students may declare this major as freshman, but official status begins in the sophomore year. See the adviser for specifics.

#### **Bachelor of Music in Performance**

The professional degree in performance offers the qualified student the opportunity for intensive study on the major instrument or voice in preparation for careers in solo or ensemble performance, private teaching, or preparation for graduate studies in performance or pedagogy.

#### **Bachelor of Music with an Emphasis in Jazz**

This degree program prepares the student for a career in instrumental or vocal jazz performance. While the student also receives a thorough background in traditional art music, he/she receives intensive study in the area of jazz performance, improvisation, jazz pedagogy, and jazz analysis.

#### **Master of Music in Performance**

This graduate degree elevates the student’s performance abilities and offers more intensive study in the other academic areas of music. Students who earn this degree oftentimes become members of professional ensembles or pursue studies at the doctoral level.

#### **Master of Music Education**

The M.M.E. assists the student to continue their professional development toward a richer understanding of music and music education. It helps to fulfill licensure renewal requirements and may entitle the student to a higher teaching salary. For those students who earned a B.A. or B.M. degree and then decide to become certified in music education, they can pursue a M.E. (Master of Education) Multi-Age Music Licensure. Students who seek this degree should meet with the music education advisor to determine the exact course requirements for licensure.

### **Music Minors** (See music section of current UT General Catalogue for program options)

Students become music minors if they satisfy requirements outlined in the general catalog. Students need to complete the Change of Major and/or Concentration form to declare their intent to complete a music minor program. Minor concentrations are offered in the areas of Jazz, Instrumental, Vocal, Keyboard, Music Theory, Music History and Literature, and Music Technology. All minor programs require 22 credit hours in music. See the current general catalog for information on specific requirements for earning a minor in music.

1. Music minors who wish to follow any of the performance concentrations must audition for the appropriate applied music instructor.
2. The music minor must register for MUS 1000:003 and attend at least 16 concerts sponsored by the department and 4 non-departmental concerts before graduation.
3. The music minor with a concentration in one of the performing areas must register for MUS 1800 or MUS 3800 as the instructor advises.
4. Must pass music courses required for the minor with a grade of C or better.

### **UNIVERSITY COMMUNICATIONS**

Important communications are sent to students via university e-mail. Some communications may be sent to official student addresses. It is extremely important that the Registrar's Office has your current permanent and local addresses and telephone numbers on file. We invariably have students who experience problems because UT has sent important information to you and you have failed to check your UT e-mail or non-current address. To check your current personal data, logon to your MyUT account.

Students can access their UT e-mail from anywhere with Internet access by using the Student Webmail interface. You will be prompted to enter your User Name (UTAD ID) and your password. If you do not know your UTAD ID or password, there are links on the Student Webmail site to help you.

### **ADVISING AND REGISTRATION**

It is important for students to see their faculty advisor at least once each term. They are ready to assist and consult with the student regarding the academic program, school life, or any problem having to do with the student's work at the University. The student must realize, however, that the ultimate responsibility for understanding university regulations and for meeting graduation requirements resides with the student.

#### Faculty Advisors

All Jazz Majors and Minors – Norm Damschroder

BA – Jay Weik

BM – Dr. Michael Boyd

Minors – Dr. Jason Stumbo

Music Education Instrumental Majors – Dr. Timothy Brakel

Music Education Vocal/General – Dr. Pamela Stover

Graduate Music Advising – Dr. David Jex

#### Additional College Academic Advisors

Undergraduate BA and BM Music – Michelle Sullivan UH 3000

Undergraduate BE Music Ed – Tim Lewandowski GH 3000

The Chair of the Department is available to consult with students on any problem.

In addition, music students will find the faculty eager to be of assistance as they can. Applied music instructors, because of their close relationship with their students, are often particularly good counselors.

Music students must stay in close contact with their advisors in order to “stay on track” in the degree programs. When the online Schedule of Classes for the upcoming semester is available, students should:

1. Pay all university bills, parking tickets and library fines.
2. Check the Schedule Bulletin for registration date/time.
3. Schedule a meeting with your advisor to obtain clearance for registration.
4. Obtain the necessary course permits for lessons and any other music courses requiring a permit from the instructor.
5. Register online for classes.

### **PRE-REQUISITES and CO-REQUISITES**

Many of the courses offered in music have pre-requisites or co-requisites. A pre-requisite is a course or other educational requirement that must be completed prior to another or before proceeding to more advanced study. A co-requisite is a course that must be taken concurrently with another course. To determine course pre-requisites or co-requisites, students should read the course descriptions in the UT Catalog and the notes in the UT Schedule of Classes. Meeting prerequisites for courses is the student’s responsibility.

### **CHECKLISTS**

Checklists exist for all degree programs offered by the Department of Music. These forms list music and general university requirements common to all music degrees, as well as specific requirements and options for each degree. Checklists help students and their advisors check progress within degree programs and are used to verify completion of requirements before graduation. When visiting their advisors, students should bring an updated copy of their checklists with them. The particular checklist used depends both on the degree program that the student has selected and the year the student enters the Department of Music degree program. Changes in degree program requirements are reflected in new versions of checklists each year. Students who entered the Department under previous requirements have the option of continuing under the old requirements or adopting the new ones. Checklists are available on the Department website under Undergraduate and Graduate Programs.

### **CURRICULUM**

All music undergraduate degrees (bachelor’s degrees) require a common group of courses called the Core Curriculum. This includes courses in music theory, aural skills, keyboard skills, music history and literature, and analysis. The Core is designed to teach skills that are common to all specialties in music – before students move into more advanced and specialized courses in the junior and senior years. Students may not move on in the Core if any part is failed. As the Core is common to all degrees, making a decision as to a particular major field in music is not always important during the first year. In addition to the music core, students need to fulfill general university requirements in writing, satisfy group requirements in English, math, humanities, social science, natural science and multicultural requirements. The Undergraduate Academic Music Advisor will help you understand and incorporate these university requirements into your major course of study. The University Catalog contains course and degree descriptions, as well as descriptions of other requirements for undergraduate and graduate degrees. Graduate students need to select courses in consultation with their advisors.

### **DEGREE AUDIT REPORT (DARS)**

The Degree Audit Reporting System (DARS) is available on MyUT and helps students keep track of their undergraduate academic progress. DARS offers you a complete breakdown of your university general education and major requirements. It will show you which classes completed which requirement, including classes taken at another college or university. All undergraduate music major degree audits will show general education requirements and music core requirements. When a student is admitted to a specific degree program, the full major requirements will appear.

### **ADMISSION TO PROFESSIONAL EDUCATION COURSES (MUSIC EDUCATION MAJORS)**

Those students following a music education curriculum must apply for admission to the Professional Education Program prior to the beginning of the junior year. A music education major wanting to take certain 3000-4000 level courses within music education or the College of Education must be admitted into Professional Education to take those courses. The student must:

1. Pass English Comp I & II with a grade of C or better
2. Pass Math 1180 or higher with a grade of C or better
3. Pass MED 3000 Foundations of Music Education with a grade of C or better
4. Pass EDP 3200 Applied Educational Psychology with a grade of C or better
5. Pass all sections (Reading, Writing and Math) of the Praxis I exam.
6. Pass at least 70% of the Music Teaching Competency Exam. (See Music Teaching Competency Exam section of this handbook for further information.)
7. Complete 30 hours of field experience.

It is recommended that you take the Praxis I exam as soon as you complete the English Comp I & II and Math 1180 courses and no later than your sophomore year.

Forms for applying for Admission to Professional Education are available in the Music Office and in Gilham Hall Suite 3000.

### **STUDENT TEACHING**

A senior recital must be completed prior to the student teaching semester. All sections of the Music Teaching Competency Exam must be passed prior to student teaching. Forms are available in the music office and in Gilham Hall Suite 3000. Assignments in student teaching are made by the Office of Student Teaching, College of Education.

### **GRADUATION PROCEDURES AND REQUIREMENTS**

Undergraduate Students – Students who are nearing completion of their program requirements must file an application to graduate with the Office of the Registrar. The application must be filed by the second week of classes in the term *preceding* the term of anticipated graduation. At the same time you need to schedule an appointment with the Undergraduate Office to bring your checklist up to date. After all grades are recorded for the term in which you are graduating, the Undergraduate Office will determine if you have satisfactorily met all degree requirements in your major and will notify the Registrar's Office at that time. If you have not successfully completed all requirements, you must file again for graduation and again pay the fee. Students with no more than one term's work left may walk at graduation. (The one term does not require summer session attendance.)

Graduate Students – Graduate students, please refer to the *Procedures and Policies for Music Graduate Students*.

### **INDEPENDENT STUDY**

Independent Study should not be used as a substitute for regular offerings. An Independent Study course is not included on a faculty member's load and is done voluntarily. Faculty members and students must gain permission from the Chair of the Department prior to committing to an Independent Study course.

Each Independent Study course requires a permission form every term. This form is necessary for recording your instructor's name. Without it, a grade sheet will not be generated, and therefore you may not receive credit. Forms are available in the Music Office. Completed forms must be turned in to the appropriate Associate Dean before course-add deadlines. The procedure for registering for an Independent Study course is simple, but must be followed or you will not receive credit for your work.

1. Pick up an application form in the Music Office.
2. Complete course description, in consultation with the instructor.
3. Obtain the instructor's signature.
4. Submit the form for approval from the Chair.
5. If the study is approved, submit the form to the Registrar's Office.
6. Double-check with the instructor at the end of the semester to be sure a grade is submitted.

Students are encouraged to complete the Independent Study applications as early as possible. All independent studies must be arranged by the end of the first week of classes each semester.

There is a limit to the number of Independent Study credits allowable in the program of courses for all Master of Music candidates. Graduate students may only count 12 hours of Independent Study in their programs of courses.

## FEES

The Department charges fees for various services. These fees cover part of the expense of the service or the repair of instruments. Below is a list of common fees:

Applied *Lesson fees* are charged on a per credit hour basis for all students. These are for half-hour or hourly lessons per week per term. This fee helps cover the expense of one-on-one training.

*Lab fees* help with repairs, instrument maintenance, music, class supplies, and other necessities that enhance a student's education .

*Instrument rental fees* are assessed for renting an instrument each term. This fee helps cover repair costs.

The *educational technology fee* is a university/college-wide fee which helps cover the cost of providing computer service throughout the university and the College of Communication and the Arts.

## PUBLICATIONS OF INTEREST

**University Catalog** - The UT Catalog is available online <http://www.utoledo.edu/catalog/> and describes degree requirements, course offerings, and department faculties. When you arrive on campus, it is important to obtain a current Catalog, read it and keep it. Later versions may change requirements, but *the Catalog in force at the time of your admission contains the requirements under which you will graduate*. Some updates occasionally reduce requirements, so it is wise to check with your advisor periodically.

**University Student Handbook** - The University of Toledo Student Handbook contains information of importance and interest to every UT student. It can be obtained in the Office of Student Affairs or online. <http://www.utoledo.edu/studentaffairs/pdfs/handbook.pdf>

**Schedule of Classes** - Each term, the Schedule of Classes <http://www.utoledo.edu/offices/registrar/> is listed on the web indicating the courses offered that particular term. All course numbers are preceded by prefixes. The prefix MUS denotes music courses, and MED denotes music education (teacher training) courses.

## HONORS IN MUSIC

Music majors may qualify for a Departmental Honors Citation at graduation. A minimum of GPA of 3.0 and a 3.5 in 12 hours of upper level classes are required to apply for this honor. Students accepted into Departmental Honors complete an Independent Study that includes an oral presentation. Consult the General Catalogue for further information.

## POLICY STATEMENT ON ACADEMIC DISHONESTY

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success in any profession. Activities inconsistent with these aims will not be permitted. Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what constitutes plagiarism or cheating they should seek the instructor's advice. Examples of academic dishonesty include, but are not limited to:

- Plagiarizing or representing the words, ideas or information of another person as one's own and not offering proper documentation;
- Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination;
- Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination;

- Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it;
- Giving or receiving substantive aid during the course of an examination;
- Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period;
- Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination;
- Submitting the same written work to fulfill the requirements for more than one course.

Should cases of academic dishonesty be found among students, the instructor may choose to counsel the student, or the following sanctions may be imposed:

- The student may be assigned an F for the work in question.
- The student may be assigned an F for the course. In this case the instructor should inform the Dean and the student of this action. The Dean will make certain that the student receives the F grade and is not permitted to withdraw from the course.
- The student may be placed on probation or suspended for some definite period of time, dismissed or expelled by the Dean if either the seriousness of the offense or a record of repeated offenses warrants it. A notation that such a sanction has been imposed will be made part of the student's permanent record. It is expected that the Dean will consult with the instructor and the student in making such a judgment, and that the Dean will notify the student of the sanction imposed and of the appeals procedure.

A student found to be academically dishonest by a faculty member may appeal according to procedures approved by the respective colleges. The procedures for making a final appeal to the Student Grievance Committee may be found in the UT Student Handbook.

## CLUBS AND SOCIETIES

**Kappa Kappa Psi** is a national band service fraternity for students of any major enrolled in band. This fraternity is a brotherhood dedicated to the betterment of bands and ensembles at UT. It honors quality musicians and students with membership and provides service around the department, campus, and community.

**Mu Phi Epsilon** is a professional, co-educational music fraternity with membership open to music majors and minors at colleges and universities throughout the nation. Election to membership is based on scholarship, musicianship, and character. It offers local, state, and national scholarships and awards to members for original compositions, musicological research, and performance.

**O.C.M.E.A.** (Ohio Collegiate Music Education Association), a student chapter of NAFME (National Association for Music Education), was founded on the campus in 1974. It is open to all students interested in music education. It is dedicated to the interests of all music educators. NAFME's purpose is to speak for the music teaching professions and to help maintain awareness and understanding of new trends and teaching techniques in music. This is accomplished through various publications; state, regional, and national conventions; workshops and in-service training.

**Phi Mu Alpha Sinfonia** is a national music fraternity for men who have an interest in music and, through brotherhood, uphold the principal purpose of the fraternity: to promote music, creativity, education, and performance in music in America.

**Sigma Alpha Iota**, the international women's music fraternity, was organized in 1903 to "... form chapters of musicians who shall, by their influence and musical interest, uphold the highest ideals in music education; to raise the standard of musical work among women students of colleges, conservatories, and universities."

The **Student Advisory Council**, elected by the music student body at the beginning of each academic year, meets with the Chair of the department on a regular basis to discuss topics of mutual interest and concern.

### **POLICY ON SMOKING, FOOD, DRINKS AND ALCOHOL**

As of late summer 2014, The University of Toledo is a tobacco-free / smoke-free campus. Smoking and tobacco use are prohibited.

No food or drinks are allowed in the classrooms, rehearsal halls, performance halls, practice rooms or labs. The students of the Department of Music take pride in the appearance of their excellent facilities. Students are encouraged to report violations of these policies to the music office. The consumption of alcohol prior to or during any activity or performance in which you are representing the Department of Music, the College of Communication and the Arts, or The University of Toledo is strictly forbidden. Infraction of this policy will result in disciplinary sanction.

The University of Toledo policies and state laws prohibit unlawful possession, use, and/or distribution of controlled substances and alcohol on university property or in association with any university-related activities. Local, state, and federal laws prohibit the unlawful possession, use, or distribution of drugs and alcohol, and the courts may impose strict legal sanctions upon an individual who is found to have violated the legal prohibitions against the possession, use, or distribution of drugs and alcohol.

As well, the University may impose disciplinary sanctions upon any student or employee who is found to be in violation of laws or policies relating to the unlawful possession, use, or distribution of drugs and alcohol.

### **SCHOLARSHIPS, LOANS, GRANTS-IN-AID**

The Office of Financial Aid has information about various awards, scholarships, loans, etc. A list of current departmental scholarships is available in the music office.

Through competitive audition, the Department of Music awards a number of scholarships to students who demonstrate outstanding potential in the field of music. In return, the student is obligated to make his/her performing talents available to the best interests of the Department by performing in a second ensemble when requested. The scholarship awards are for one year only, but may be renewed annually up to four (4) years dependent upon satisfactory participation, maintenance of a high performance level, GPA, positive attitude and availability of funds. Any student on academic probation during the second semester of a scholarship will be denied that portion of the award.

Scholarship recipients must maintain a 3.0 grade point average in music and a total grade point average of 2.0 or 2.7 for music education majors. Students falling below either of these levels will lose the scholarship the following semester.

#### **Scholarship Review Process**

- a. All applied music scholarships will be reviewed annually as part of the normal jury process at the end of each spring semester. In order to maintain a scholarship, an average grade of "B" or better must be achieved in both fall and spring semester juries. In cases where a student does not achieve an annual average applied grade of "B," the area coordinator will convey the recommendation of the area faculty to

the Chair within three days of the spring jury. An Applied grade “B-“ is not sufficient to maintain a Music scholarship.

- b. Students who are already receiving a Music Scholarship and wish to be considered for a scholarship increase must audition for the Department Scholarship Committee during one of the regularly scheduled Scholarship Audition Days for new students held during the spring semester. Students who are not receiving a scholarship and would like to be considered for a Music Scholarship must follow the same procedure.
- c. If for any reason a student who is receiving a scholarship is unable to perform either a fall or spring semester jury, they must make arrangements through their applied teacher to re-audition for members of the Scholarship Committee in the semester following the missed jury before the end semester exam period. A student who has missed a jury and does not make arrangements to re-audition for the Scholarship Committee will automatically be placed on scholarship probation. They may also have their Music scholarship reduced or eliminated.
- d. Students placed on scholarship probation may only return to normal status through the re-audition process, and receiving a positive recommendation from the Scholarship Committee to the Chair.

Graduate Scholarships – The Department of Music typically has graduate tuition waivers and a limited amount of cash awards funded by endowments and gifts. Graduate waivers cannot be divided into half-waivers. The Coordinator of Graduate Studies, in consultation with the Department Chair, makes all decisions regarding graduate waivers, based upon recommendations and the availability of scholarship resources.

#### **GRADUATE ASSISTANTSHIPS**

Graduate Teaching Assistantships and Graduate Staff Assistantships are available to qualified graduate students. To be eligible for a graduate assistantship, students must be admitted to the Graduate School and be in good academic standing. Tuition is waived, via a tuition-waiver scholarship, for students during the period of their appointment to assistantships. In addition, tuition is waived for the summer session adjacent to (preceding or following) the assistantship appointment period providing the student is an admitted graduate student during that summer.

#### **AWARDS FOR EXCELLENCE IN TEACHING AND ADVISING**

Each year the University honors outstanding faculty members with an Award for Excellence in Teaching and Advising. Any student or faculty member can nominate candidates for this award. Information regarding nomination for these awards is contained in a UT News announcement during the spring semester.

#### **FACULTY EVALUATION**

The University mandates that all classes must be evaluated within the last four weeks of each semester. The forms remain confidential and the faculty member receives them after the end of the semester. It is extremely important that every student complete every form since they are used, in part, to evaluate faculty members for merit, tenure, and promotion.

#### **GRADE APPEAL**

The University has detailed procedures for arbitration of grade appeals. Students should consult those procedures for guidance. Generally, it is hoped that a face-to-face meeting with your instructor will solve the problem. If not, the Chair of the Department of Music should be consulted.

#### **SYLLABUS**

Students are entitled to, and should ask for, a detailed syllabus and list of course guidelines at the beginning of each semester in each of their classes, including ensembles and private lessons.

### **III. REQUIREMENTS AND POLICIES PERTAINING TO APPLIED MUSIC LESSONS, JURIES, EXAMS and RECITALS**

Private or small group instruction in applied music (performance) is available to music majors, music minors, and performing arts majors upon receipt of a course permit. Course permits are issued through the applied music instructor or Music Office and must be obtained by the student prior to registration. A music major must always take a one contact hour lesson (2 credit hours minimum) on his/her major instrument until his/her curriculum requirements are completed.

Students in disciplines outside of music should inquire in the Music Office about being placed on the waiting list for private instruction.

As space in applied music studios is limited due to teaching loads and budget constraints, the following Applied Music Lesson priority order is observed:

1. Masters Students/Music Majors
2. Music Minors
3. Majors on Secondary Instruments
4. Non-majors
5. Post Secondary Option (HS students, tuition paid by state)
6. Over 60 years of age
7. Faculty/Staff

Post Secondary Option students must be a member of their school's music program and secure the permission of the applied music instructor prior to registration in applied music. Enrollment will be dependent upon the instructor's workload, schedule, and availability of departmental budget. Post secondary students may tentatively sign up for lessons through a *Course Request Form*, available from the Post Secondary Office. The instructor and Department Chair grant final permission.

### **PHILOSOPHY OF APPLIED MUSIC**

Music is a performing art. The liberal arts student learns to appreciate music as an art, and the music education student learns to teach music as an art in the public schools. Both approaches to the study of music require a certain breadth of coverage, particularly in the case of the music education student preparing to meet the diverse needs of elementary and secondary schools, but the substance of the art is best explored by the deepest possible probe into the experience of performing music. Thus, applied music is the focal point of any music student's work, whether preparing to become a teacher, a performer, or a listener. The applied music student learns to bring together musical background, acquired skills, and artistic sense. The performance is the end product. The more artistic the performance, the more significant the musical experience will be and the deeper the student's understanding of music as an art form is likely to be.

### **APPLIED MUSIC LEVELS**

Applied Music Levels are considered *minimum* requirements and expectations with regard to repertoire and technical studies. Each applied music area has 4 defined levels. B.M. majors must complete MUS 4800; B.E. majors must complete MUS 3800; B.A. majors must complete Level 2800 (the Upper Division Entrance Exam). MUS 1800 and MUS 2800 are *Lower Division* and MUS 3800 and MUS 4800 are *Upper Division*. MUS 1810 is Non-Major Status. While MUS 1810 will earn university credits, the credits will not be included as those required by the degree major.

Each applied area may subdivide the four basic levels as it chooses. The defined Levels consist of a list of representative repertoire of particular musical and technical difficulty expected for each specific level. Technical studies listed may be more specific, depending upon the applied area. The applied music level assigned to each student will be determined by majority vote of the jury panel.

A student is allowed a maximum of three semesters to advance from one level to the next; if this is not achieved in three semesters, a student may be placed on a probationary status. Students must complete the requirements for the level within one semester of being placed on probationary status. A student will automatically lose music major status if a second probationary period is earned.

MUS 5800 and 6800 are graduate level applied music courses and do not have defined levels. MUS 5800 is used as an elective for non-performance students or for secondary study by performance majors; the 6800 number 6000 is reserved for performance majors.

**Principal Applied Music** (one hour weekly lesson, 2 – 4 hours credit)

**Secondary Applied Music** (one half hour weekly lesson, 1 hour credit) is for majors wishing to study on a second instrument, music minors, performing arts majors, and for non-majors who participate in a major ensemble. Secondary lessons are available only when faculty workloads permit.

### **REGISTERING FOR APPLIED MUSIC LESSONS**

When registering for applied music lessons, students will need the following information:

1. The applied music course's section number indicates the length of the lesson, and the applied instrument or voice. If the student is enrolling for a half-hour lesson per week, the first digit will be 0. If the lesson is for an hour per week, the first digit will be 1. The last two digits indicate the instrument/instructor. These numbers can be obtained from the schedule of classes each semester.
2. The applied music instructor, advisor, or music office enters the necessary registration permits into the registration system.
3. Student logs in to the MyUT portal and enters the course request number in the schedule worksheet box and clicks submit.
4. Student changes the credit hours to appropriate number of credit hours (2-4 hours for music majors and minors).
5. When you are registered for applied music lessons, you are required to be in a large ensemble (band, choir, orchestra, jazz band) appropriate to your instrument and degree program.

Students are required to practice a minimum of five hours per week for each credit hour received. Each student should seek the advice of his/her studio teacher as to the number of practice hours required. Instruction is available in piano, voice, classical guitar, and all wind, percussion and string instruments. Courses are listed by course number and instrument classification.

Students must apply for Applied Lessons during the normal advisement and registration time frame. No one will be permitted to register for Applied Music Lessons after the Friday of the first week of classes each semester. It is the responsibility of the student to furnish the applied teacher a copy of a current class schedule so that the teacher can schedule the lesson time. Lessons are not given during examination week.

### **APPLIED MUSIC FEES**

Applied music lessons are costly to the University since each class enrolls only one student. Therefore, in addition to the regular hourly tuition, an extra fee must be levied to make it possible to provide the lessons. This fee is assessed for each applied course in which the student is enrolled.

### **ASSIGNMENT TO INSTRUCTOR**

The Chair of the Department will assign each student to an applied music instructor. If, for any reason, a student desires to change his/her applied music teacher, the request should be addressed to the Chair. The action taken will depend upon the circumstances in each instance. Credit for applied music can be given only for study with instructors employed by The University of Toledo.

### **MISSED LESSONS**

An applied music instructor is not obligated to make up a private lesson missed by a student unless sufficient reason for missing (in the judgment of the applied music instructor) is given to the instructor by the student at least 24 hours before the scheduled time of the lesson or in the event of sudden illness, in which case the instructor (or Music Department Office, 419.530.2448) should be notified before the scheduled lesson time. The applied

music instructor may elect to require the student to make up any missed lessons. Lack of practice is not considered a valid reason for absence from a lesson.

### **MASTERCLASSES/LESSON SEMINARS**

Applied music instructors may hold class lessons (masterclasses and seminars) in addition to the regularly scheduled private lessons. The seminars may be counted as part of the credit requirement for the lessons, and may cover any material or consist of any format the applied music instructor deems appropriate. The seminars are at the discretion of the instructor, and may be held as often as one hour per week.

### **APPLIED MUSIC'S LARGE ENSEMBLE AND OTHER REQUIREMENTS**

Every student taking applied music also must be enrolled in one of the department's large ensembles on his/her major instrument. Students violating this requirement will be dropped from their applied lessons. This rule also applies to non-music majors who take private lessons. When a student taking applied music does not have performance skills adequate to allow ensemble participation, it is possible, upon request of the applied music instructor and ensemble director and with permission of the Department Chair, for the ensemble co-requisite to be waived. The student is then required to meet the co-requisite requirement as soon as the applied professor feels the student has the necessary performance skills. In this case, the co-requisite would not be retroactive.

If a student achieves a performance level that completes the requirement in applied music, and subsequently wants to take applied music in a secondary instrument and play it in an ensemble, the rule specifying performance on the major instrument can be waived. The Department Chair gives his/her approval based on the recommendation of the ensemble instructor.

When a student, not in the orchestra, wishes to play in the Rocket Marching Band on a secondary instrument, the large ensemble requirement can be fulfilled on the secondary instrument. In this manner, a drum major can fulfill the requirement as a conductor even though he/she is not performing on the major instrument.

If a student achieves the required performance level for his/her degree program before the required hours are accumulated, the student has the following options:

1. The student can continue taking applied music until the required hours are accumulated even though the performance level is met.
2. The student can submit a petition for advanced standing in order to be released from any additional hours. However, it is the student's responsibility to make sure that the total number of hours necessary for the degree is still completed prior to graduation.

It should be noted that early completion of the performance level requirement in no way reduces the number of hours of applied music required for the degree.

3. Thursday Performance Lab requirement  
Students of applied music must perform on the Thursday 1 p.m. recitals at least 6 times prior to their senior recital and should perform once a semester in the Performance Lab.

### **JURY EXAMINATIONS**

Goals for the semester; Purpose of the exam; Proficiency levels

The applied faculty should present each student with a syllabus for the applied music course. Faculty should establish goals for that semester's lessons. Applied music examinations (juries) will be given each semester during the week of final examinations. One of the purposes of the exam is to determine the level of proficiency that the student has achieved on his/her instrument or voice. The applied music instructor will give a detailed description of the proficiency levels and how they apply to graduation requirements to each student. All students taking applied music are required to take a jury. An applied instructor is authorized to excuse each student from a jury once each calendar year, if circumstances should warrant this. No two consecutive semesters may be skipped. The exam will have a bearing on the applied music grade. The collective grade of the jury panel will be averaged with the instructor's semester grade on the following basis:

<b>Credit Hours Taken</b>	<b>Exam Weight in Semester Grade</b>
1 credit hour	10%
2 credit hours	20%
3-5 credit hours	30%

### **Jury format and procedures**

A jury exam usually lasts about 10 minutes. A sign-up schedule will be posted near the music office before the end of each semester by the coordinator of the applied music area. It is the student's responsibility to watch for the posting of the schedule and to sign up for the exam.

The coordinator for each applied music area will arrange a jury panel of a minimum of three faculty members, including the instructor: piano and organ, strings and guitar, voice, woodwinds, brass and percussion, and jazz.

Students will secure the Jury Repertoire form from the applied instructor and complete the information requested on the form and return it to the instructor. This should be completed no later than one week prior to the jury exam. The instructor will ensure accuracy of information. The form must be legibly printed in ink or typed.

The instructor will bring the student's completed form to the jury exam. The area coordinator will bring the Jury Comment/Recommendation forms to the exam, on which each jury panel member will provide a constructive written critique of the performance.

Jury panel members will also assign a jury grade on the Jury Comment/Recommendation form. The forms will be collected by the area coordinator and given to the applied music instructor. The instructor will determine the average collective grade of the jury, including the instructor's jury grade, and compute the appropriate jury percentage weight as defined above with the semester grade earned. The numerical result will stand as the final grade. Prior to the end of the University's exam period, the instructor will provide a copy of the student's Jury Repertoire form and Jury Comment/Recommendation forms to the student, the student's advisor, and retain a copy for his/her records.

Prior to the end of the University's exam period, the instructor will provide a copy of the student's Jury Repertoire form to the student's advisor, a copy to the chair of the Scholarship Committee for scholarship recipients, and will retain a copy for his/her records.

### **Content of the exam**

The student should discuss with his/her applied music instructor the repertoire to be performed for the exam. The student will also prepare technical studies required by the applied area for the proficiency level. The performance materials must be included on the Jury Repertoire form. Sight-reading is also required. Memorization may be required at the discretion of the applied music instructor.

### **UPPER DIVISION ENTRANCE EXAM**

The Upper Division Entrance Exam is rigorous and determines entrance to Upper Division applied music courses (MUS 3800) and appropriateness of the degree program for the student. The exam will be performed for the jury panel at the time the student is attempting to gain acceptance to Level III. The same procedures apply to the Upper Divisional Entrance Exam as for semester juries. The exam will be extended to approximately 20 minutes. The student's advisor and area coordinator must attend the exam and be prepared to discuss the student's overall academic performance and suitability to the degree program. The jury panel will consider the input of the advisor and instructor with regard to the progress of the student. The jury panel, however, will solely determine the appropriate level for the student.

Immediately upon completion of the performance, the student must be prepared to discuss his/her career aspirations relative to the degree program. The student's academic performance in music classes to date will also

be considered. If deemed appropriate by either party, the advisor and applied music instructor may confer on the student's progress toward the degree. The student should be advised appropriately as to the outcome of the exam.

### **PIANO PROFICIENCY EXAM**

The piano proficiency examination required of music majors enrolled in the Bachelor of Education program is satisfied by completing the requirements for piano classes as follows: instrumental concentration complete through Music 2570, vocal concentration complete through Music 2580. Keyboard concentrations are exempt from piano class and take other classes to substitute for these courses.

### **MUSIC TEACHING COMPETENCY EXAM FOR MUSIC EDUCATION MAJORS**

All music education majors who are concluding the second year of music theory (MUSIC THEORY IV) and who wish to enroll in professional music education methods courses the following year must pass the competency audition as a prerequisite to the following courses: Music for Children, Secondary Vocal Methods and Elementary/Secondary Instrumental Methods, and/or College of Education professional education courses. The audition may be taken three times. Each portion of the audition is graded Pass/Fail. Retakes need only include the portions of the exam that were not successfully passed on earlier attempts. Failure to successfully complete all aspects of the exam will result in the student's removal from the Music Education degree program. The exam will be given at the end of both the fall and spring terms. The audition committee consists of faculty who teach Music Education courses and, at times, other music faculty.

#### **PERFORMANCE TASKS for the Music Teaching Competency Audition.**

1. Prepared song - The student is to secure the song from the coordinator of Music Education, which will be made available near the end of the semester. During the audition:
  - a. The student will sing the song with no accompaniment
  - b. Create a piano accompaniment to the song while singing the song.
2. Sight-sing a simple folk song - The student will be given a folk song to sight-sing. You will have two minutes to examine the song. The student may use any sight singing system (moveable do, fixed do, numbers, neutral syllable, letter names, text, etc) as you sing the melody. The student will be able to play one note on the piano to establish a pitch (tonic or first note). The student will then be asked to sing the melody observing correct pitches and rhythms.
3. Sight-sing a part other than the melody of a simple choral arrangement. The student will select a part (usually the alto, tenor, or bass lines) of a 4-part simple choral arrangement and sing that part while the melody is played on piano or sung.
4. Improvise an accompaniment to the folk song in #2 above. - The student will be given 5 minutes to play on the piano in order to decide what type of an accompaniment you want to create. The chords used include: I, IV, V<sup>7</sup>, and V<sup>7</sup>/V.
5. Error Detection Skills - The student will listen to a tape recording of the following:
  - a. Two-Part Rhythm Error Detection. There are two exercises for this portion. One exercise is in duple meter and the other exercise is in triple meter. The student will be given 3 minutes to study the exercise during which s/he can count/pat/clap etc., quietly so as not to disturb others during the group proctoring of this portion of the exam. During the playing of the tape, the student will mark the beat in which the rhythm error occurred; bonus points are awarded for marking the correct beat and the correct voice in which the error occurred.
  - b. Three-Part Harmonic Error Detection. The student will be given 15 minutes to study the exercise in the piano lab. During the playing of the tape, you are to mark the beat in which the wrong note occurred and bonus points are awarded for marking, not only the correct beat, but the correct voice in which the error occurred.
6. Applied Instrument - A Music Education representative will be present at the sophomore applied (upper divisional) jury. The requirements for this will be the same as what the student performs for the sophomore applied (upper divisional) jury.
7. The student will be given a question at the conclusion of the error detection and asked to answer briefly regarding some aspect of music education. The response will be a written answer in order to examine the student's written communication skills. Follow-up questions may be asked during the exam in order to examine the student's verbal communication skills.

8. Questions related to the classes that the student has taken in the areas of Foundations of Music Education, Brass/Woodwind/String/Percussion Methods, Vocal Methods and other Music Education classes that the student has completed will be asked.

## **JUNIOR AND SENIOR RECITALS**

1. Who must perform junior and senior recitals?

Candidates for the Bachelor of Music degree must present a full recital in the senior year at 4800 and at least a half recital in the junior year at 3800. Candidates for the Bachelor of Education degree in Music must give a minimum half senior recital at a minimum level of 3800, or share a senior recital with one other student. This recital must take place prior to student teaching. Candidates for the Bachelor of Arts degree are encouraged but not required to give or participate in a recital.

2. Procedure

Any student giving a junior or senior recital must first earn the approval of a faculty committee. Procedures are as follows:

- a. The student must be enrolled concurrently in applied music MUS 3/4800 (1 credit hour) and MUS 3810 Junior Recital or MUS 4810 Senior Recital (1 credit hour) during the semester in which the recital is given. The student and applied music instructor must confer and determine an appropriate program.
- b. All B.M. and B.E. music majors must have documented a minimum of six performances in MUS 1000:001 recitals prior to their recital hearing. The student may have performed as a soloist or as a member of a small ensemble, but at least three of the required six performances must have been as a soloist. These performances should be spread over the sophomore, junior and senior years. Any student desiring to perform more often may do so with the approval of the applied music teacher. Memorization may be required at the discretion of the applied music instructor. Instructors should have noted solo performances on Jury Repertoire forms. Students must have performed in a minimum of four performances prior to their Junior Recital. Two of the performances must have been as soloist.
- c. A time and date for the examination (recital approval hearing) will be set by the instructor after conferring with the student and must take place within 2 weeks *minimum* before the recital date. A tentative recital date will also be determined no later than at the time of scheduling the examination. The applied music instructor and student are encouraged to select a time and date for the hearing and recital as early in the semester as possible, but only after ensemble directors and faculty have selected their concert dates. Permission to select a date prior to the hearing must be obtained from the Chair of the department, and through the applied music instructor. Permission may be granted in extenuating circumstances only. Ensemble and faculty recital dates should be chosen prior to the conclusion of the previous academic year. The examination will last about thirty minutes. The student may be asked to play any part or the entire program. On the basis of the examination the committee, by majority vote, shall approve/ not approve the recital to be presented.
- d. It is the responsibility of the applied teacher to schedule a hearing by the jury committee. The applied teacher will chair the jury committee. The committee will be comprised of at least three music faculty members: the instructor, one from the applied area, and one from the general music faculty.
- e. The applied music instructor and two members of the music faculty will attend the recital. The student and instructor in consultation with each other will choose the two music faculty members. The three-member recital committee will grade the recital. The average of the committee grade will be the final grade for MUS 3801 Junior Recital and 4801 Senior Recital.
- f. The recital program must consist of material adequate to demonstrate the student's fitness to receive a degree, and it must comprise no less than fifty minutes of actual playing time, or twenty-five minutes for each recitalist if a joint recital (or to qualify as a half recital for the B.Ed.). Programs

for candidates for the B.M. degree in Performance should consist of music learned in the MUS 4800 applied music courses. There cannot be duplication in repertoire from the Junior Recital.

- g. Following successful completion of the hearing, the instructor and the student will submit an application for a recital date to the music office. It is the responsibility of the instructor and student to make sure that the chosen recital date is at least 2 weeks, but not more than 6 weeks, after the successful hearing. The time and date selected cannot conflict with any previously scheduled recitals, concerts, or programs sponsored by the department. The department secretary (or chair, in secretary's absence) is responsible for entering dates on the concert calendar.
- h. All printed programs of any concert or recital must adhere to the departmental policy with regard to size and appearance. A book of yearly programs is created at the end of each academic year and sent to ASCAP and BMI. The department is required by law to furnish a book of programs to these performance rights organizations each year. The book is also distributed to appropriate offices on campus.

### **ADDITIONAL RECITALS**

In exceptional cases, a student may elect to give an additional full recital in the junior year, or share a recital with another student. A student desiring to give a public recital that is not a part of his/her curriculum may do so, provided that s/he completes an application and secures approval in accordance with the procedures outlined above and is enrolled in an applied lesson. These stipulations do not apply to those students whose instructors desire that they perform in programs not open to the general public. Full recitals given before the junior and senior year are not substitutes for the junior and senior recitals.

### **PERMISSION OF INSTRUCTOR**

A student studying applied music at the University is considered to be under the "musical care" of the applied music instructor, who is responsible for guiding the student's progress on the instrument. So that this guidance can be most effective, a regularly enrolled student must obtain the permission of the applied music instructor to give a public performance on that instrument or voice when representing UT.

### **PRACTICING**

Music students are expected to maintain regular practicing habits. The Bachelor of Music student should practice an average of four hours per day on the major instrument/voice while other majors practice two hours per day on the major instrument/voice, plus one hour per day on each minor instrument. Practice schedules should be carefully devised. Students may sign up for practice time on the forms posted on the doors of the practice rooms. If a student leaves a room vacant for more than ten minutes, the student loses claim to the room for that hour. If rooms signed out are habitually left vacant, the signee may lose claim to the room for the entire semester.

*Smoking, drinking and eating are not permitted in the practice rooms.*

## **IV. PARTICIPATION IN PERFORMANCE ORGANIZATIONS**

All students participating in an ensemble must officially enroll in that ensemble.

### **ENSEMBLE REQUIREMENTS FOR DEGREES**

#### B.A. with Major in Music

Students are required to participate in one major ensemble appropriate to their applied principal area for each of six semesters, and one additional ensemble is required (which may be Chamber Music).

### B.E. Multi-age Music Education

Students are required to participate in an appropriate major ensemble each semester except for the semester in which student teaching is undertaken. Two semesters of ensembles in the opposite performance area are required. Required ensembles for Music Education majors are determined by area of applied study and are defined as follows:

#### *Music Education - Instrumental Emphasis*

Wind and Percussion: Students must take Marching Band in the Fall (minimum of four semesters) and Wind Ensemble or Concert Band in the spring. Opposite area (vocal) ensembles are Concert Chorale, Women's Chorus, or Men's Chorus.

Orchestral Strings: Students must take Orchestra each semester. Opposite area ensembles are one semester of Band, and one semester of Concert Chorale, Women's Chorus, or Men's Chorus.

Piano & Guitar: Students must declare and maintain Instrumental or Vocal status for determining ensemble requirements.

#### *Music Education - Vocal Emphasis*

Voice: Students must take Concert Chorale, Women's Chorus, or Men's Chorus each semester. Opposite area (instrumental) ensembles are Marching Band (recommended but not required), Symphonic Band, Wind Ensemble, and Concert Band.

### B.M. in Performance

Students are required to be in an appropriate major ensemble each semester for a total of eight semesters.

## **LARGE ENSEMBLE REQUIREMENTS**

### **General information**

Each student taking applied music must be enrolled in at least one of the music department's large ensembles on his/her major instrument or voice. *Individual exceptions must be approved by the Department Chair through written petition by the applied music instructor.*

Large ensembles include:

- Band (Symphonic, Wind Ensemble, and Marching, but not Varsity)
- Symphony Orchestra
- Men's Chorus, Women's Chorus and Concert Chorale
- Jazz Lab Band (for Instrumental Jazz Majors)
- Vocalstra (for Vocal Jazz Majors)
- Guitar Ensemble serves for classical guitar majors
- Accompanying serves for piano and organ majors

When a student enrolls for less than 12 hours, he/she is not required to be in a large ensemble. This does not reduce the degree requirement of an accumulation of a specific number of semesters of large ensemble. Obviously it is to the advantage of the student to enroll full-time and enroll in large ensembles until the requirement is met. Full-time students will not be charged a tuition fee for any ensemble unless University policy dictates. Part-time students are assessed the regular tuition fee. Each student enrolled in ensembles will be assessed a lab fee.

When a student has earned the required ensemble hours in the degree program, s/he must continue to perform in a large ensemble each semester of enrollment in applied lessons.

Post Secondary Option students will not be allowed to take or participate in the music department's ensembles unless they remain in good standing with their high school music programs. A letter of support from their appropriate high school music teacher is required for their enrollment in a UT music class. Post secondary students may tentatively sign up for ensembles through a *course request form*, available from the Post Secondary Office, until the instructor and/or department chair grant final permission. A list of post-secondary students will be forwarded by the post-secondary director's office at the beginning of each academic term.

### **Ensemble Attendance**

It is the policy of most directors of performing organizations to base a student's grade largely on attendance. Do not request permission to be absent from rehearsal to take private lessons, to participate in another ensemble, schedule classes or work which conflicts with regularly scheduled rehearsals.

### **Public performance**

Any student who, without advance notice or without valid excuse, is absent from an officially scheduled public performance at the University or elsewhere in which participation is required, is subject to failing the course and, if on scholarship, lose the award. (In such instances, the instructor will notify the chair of the scholarship committee and the department chair.) However, any student with a legitimate conflict is not obligated to commit to a performance scheduled and posted within 10 days of the performance; but if the student agrees to perform, the commitment is binding.

### **Punctuality**

In order to receive the most benefit from the time allotted, all performing organizations are to begin on time and end at the appointed hour. The tardiness of one performer can impair the progress of the group.

### **Warm-up**

It is a matter of professional training that a student be in place, warmed-up, and ready to play by the scheduled beginning of the rehearsal so that the rehearsal may begin on time in order to achieve maximum benefit. Students in doubt as to a proper warm-up procedure should consult their applied music instructor or ensemble director.

### **Mutes and accessories**

It is assumed that all string players will always have mutes and that all brass players will provide the various mutes required of the music. Reed players are expected always to have with them a good assortment of reeds. Cleaning cloths, swabs, valve oil, cork grease, and any other necessary accessories are also the responsibility of the student.

### **Concert dress**

The director of each musical organization will determine appropriate dress. Obtaining concert dress is the responsibility of the student.

### **Music folders**

Each director will make clear a policy regarding the handling and use of music in his/her organization. Any student who takes music from a rehearsal is responsible for returning the music by the beginning of the next rehearsal. In case of illness or other adversity, the student is still fully responsible for returning the music promptly, even if it means sending it by special delivery. Students must replace lost or damaged music.

## **CHAMBER MUSIC**

The music faculty strongly believes in the importance of chamber music in the training of every musician and encourages every student to become active in one or more chamber music groups. The required number of chamber music ensemble credits varies with each degree. Contact the appropriate instructor to register for a chamber music group.

## **V. BUILDING AND EQUIPMENT INFORMATION AND POLICIES**

Eating or drinking is not permitted in classrooms, rehearsal rooms, keyboard lab, computer lab, recital hall, or Doermann Theater. Smoking is not permitted in any UT building.

### Lobby

The CPA Lobby serves as the main entrance to the Department of Music and the Department of Theatre and Film, and is located adjacent to both departments' offices. It is expected that music students observe protocol appropriate for a public building AT ALL TIMES. This includes keeping voice and noise levels low, no physical game playing, and emptying all trash. Instrumental and vocal practicing/playing is to be done in a practice room.

### Computer labs

Music students should use the lab available to them in the music wing of the building. At no time is a music student to use the computer lab that serves the theatre and film department unless, of course, that student is enrolled in one of that department's courses.

Music majors wishing to remain in the CPA past 11:00 p.m. need the permission of the chair. The student's name and I.D. number will be forwarded to campus security.

### **BULLETIN BOARDS AND POSTERS**

Official announcements and notices containing binding information are posted in the locked case in the hallway behind the Recital Hall. Announcements of a general nature will be placed on the board near the department office. Each music student should develop the habit of checking the bulletin boards frequently, at least once or twice a day. All music students will be held responsible for being alert to announcements on the bulletin boards.

The bulletin boards throughout the building are primarily for student use and provide information of interest to students. *Do not post on the acoustical sound panels in the new sections of the building or tape posters to walls.* Many of the bulletin boards have headings and should be used only for the stated purpose. Anything not belonging on a particular board will be removed. Student posters do not require permission for posting, but please remember to post only in appropriate places using appropriate language and images. Be courteous; do not remove or cover another student's poster until the date of the event is past.

### **MESSAGES**

Students who wish to leave written messages for faculty members may leave them in the department office; office personnel will place the message in the faculty member's mailbox. Voice-mail and e-mail also are strongly recommended for leaving messages for faculty. In the case of illness or other extenuating circumstance causing the student to miss a class, lesson or rehearsal, the student is expected to leave a message on the faculty member's voice mail. It is preferable that notification of a missed lesson or class be delivered 24-hours in advance.

### **PIANOS**

Please remember that pianos are musical instruments, not tables or desks. Do not put anything on top of any piano. One drink spilled into a piano can cause thousands of dollars of damage. Report any piano-related problems to the Music Office, so it can be repaired as soon as possible. Help protect the pianos from extreme temperature changes that cause them to go out of tune. Don't let the sun shine on them or leave windows open. When you leave, close the windows. A piano's condition is a reflection of the treatment that students have given it, and the repair or replacement cost comes from student tuition and public funds. Help take care of *your* instruments.

## **SCHOOL-OWNED INSTRUMENTS**

A limited number of instruments are available to students enrolled in department-sponsored ensembles. This equipment is assigned by the band directors. All university-owned equipment must be checked in at the end of each semester and will only be reissued if the student is already enrolled for the coming semester and furnishes updated address and contact information. Each instrument is the responsibility of the individual to whom it is assigned and, therefore, he or she will be billed for damage, loss, or theft.

## **SCHOOL-OWNED EQUIPMENT/FURNITURE/LOCKERS**

Through the Department of Music, the university provides needed classroom and ensemble rehearsal room equipment. Specific furniture, equipment, and large instruments (pianos, percussion, etc.) are placed in and assigned to specific classrooms and rehearsal rooms. These items are not to be removed from the assigned areas without specific permission and must be replaced in the original area immediately following the agreed-upon relocation. Students should purchase a high-quality folding music stand for use in practice rooms and in sectional or chamber ensemble venues (classrooms). These folding stands should be stored in the owner's individual locker when not in use.

Lockers for storing coats, books, and some instruments are located near the instrumental rehearsal room (PA 1019 & 1023), and directly above on the second floor. See the Director of Bands (Dr. Jason Stumbo) to sign-out these lockers.

## **PERSONAL INSTRUMENTS AND EQUIPMENT**

It is strongly recommended that students using personal instruments and equipment on campus insure them for loss or theft. The University does not assume responsibility for personal items. Many homeowner's insurance policies provide for such coverage. Check with your insurance agent. ***NEVER LEAVE ANY INSTRUMENT OR PERSONAL BELONGINGS UNATTENDED IN A PRACTICE ROOM OR REHEARSAL AREA.***

## **MUSIC TECHNOLOGY LABS**

The Music Technology lab is restricted to students enrolled in appropriate classes and is available during building hours using your ID card swipe. Computer and keyboard hardware and software are not to be reconfigured by the students! Please report any computer related issues to the music office.

## **LIBRARY AND LISTENING FACILITIES**

Books, periodicals, scores, computers, recordings, and listening stations are in the Carlson Library.

## **LOST AND FOUND**

If you lose an item, contact the Music Office immediately. If you find an item, take it to the Music Office.

The Police Communications Center serves as a repository of campus-wide lost and found items. Once a week, staff checks with more than two dozen lost and found contacts in almost every campus building, to see if they have any lost and found to turn over. The property is then picked up and brought back to the police station for processing. Depending on the type of item, the property may be held from one day to 3 months, before being disposed of.

The campus police retention period and manner of disposal depends on the item. But most fall into the following table:

- Bicycles, book bags, backpacks, books, calculators, cameras, portable music players, electronics, jewelry, umbrellas, watches – held for 3 months, then sold at auction.
- Check books, payroll checks, charge cards, operator's licenses, ID cards, license plates, bank cards, etc. – held up to 30 days, then returned to issuing agency or destroyed.
- Clothing and eyeglasses – held up to 10 days, then donated to charity.
- Keys and medications – held up to 3 months, then destroyed.

All unclaimed money goes into the Police Department's Crime Prevention fund after 90 days. The proceeds of all lost and found property auctions also go into this fund. For information on pending University auctions or public sales, please visit the UT Surplus Property sale page.

## **PRACTICE ROOMS**

Music majors and minors may reserve practice rooms in the Department of Music Office at the beginning of each term. To reserve a practice room, bring a copy of your class schedule with your name on it, to the music office. Students must not use practice rooms for teaching privately. It is illegal to give private lessons in the Music building if they are not part of the University curriculum or an established University program. Piano, harp, organ, string bass, and percussion students have special locked practice rooms and are issued keys. Non-majors taking music classes may use general practice rooms only when they are not needed by music majors, and on a first-come, first-served basis. Equipment must not be removed from practice rooms. The Arts Living and Learning Community (ALLC) has a practice room that is available as a student housing option through the University Housing.

## **Duplicating and Copying**

The Music Office does not duplicate materials for student presentations. Graduate assistants with teaching responsibilities are allowed use of the copier for classroom needs. Students can make copies in the hallway copier, main library, or in other copy services found on campus with their UTRocketCard. Under no circumstances should students copy material that is copyrighted without permission from the holder of the copyright. Some copying may fall under a "fair - use" guideline. In order to make such a determination, students should familiarize themselves with music copyright laws.

## **SAFETY and SECURITY**

As a community of musicians and scholars, the students and faculty of the Department of Music have a shared responsibility to protect the building and its contents. Information concerning any person(s) responsible for wanton damage or vandalism should go directly to the Chair of the Department of Music.

### **Accidents**

In an emergency situation, call Campus Police direct line at 419.530.2600 and contact the Music Office. The Music Office can provide limited first aid supplies. For all other business or non-emergencies, contact the Music Office or dial Campus Police at 419.530.2600. Emergency phones are located throughout campus. Also, please complete an accident report in the Department of Music Office.

### **Fire Safety**

In case of fire, an alarm will sound throughout the building and some doors will automatically close to contain the fire. Please leave the building via the nearest exit. It would be advantageous to familiarize yourself with the exits in different parts of the building. If you discover a fire, please call 911 immediately and inform the Music Office.

### **Tornado**

In the event of a tornado warning, move to one of the designated tornado shelters within the building. Recital Hall is a designated tornado shelter within the music department. Sit between the seats starting in the rows closest to the stage so that you have additional protection between you and potential debris.

### **Reporting Unusual Behavior**

The Music Building is a place of sanctuary not only for music students, but also for others, both part of and apart from the campus community. If you observe anyone behaving in an unusual manner, please convey this to anyone in the administrative offices and/or Campus Police 419.530.2600 immediately. It is important that you report such behavior so the health and well being of the entire School community may be protected.

ALWAYS report *any* suspicious activities immediately to the Music Office or call Campus Police (419.530.2600).

## **STUDENT EMPLOYEES**

Unless special permission is granted by the Chair, or in cases where an assistantship is given for a specific area of work, only work-study students are hired in the Department of Music. Work-study notices are sent to the Student Work-Study Office and posted on the web as needed. For assistance, see the Music Office Account Clerk, in PA 1030. Student employment hiring forms are to be filled out with the Music Accounting Office, (PA 1030). Timesheets are to be entered electronically by the student and approved by the supervisor, and then submitted to the Accounting Office.

## **JOB, WORK, and PERFORMANCE OPPORTUNITIES**

The Department receives a large number of requests for performers for a variety of events (weddings, receptions, entertainment, pit orchestras for high school musical productions, etc.). Information for referral may be given to the requesting individuals. If you would like for your name to be placed on a list of performers and private teachers to be given to individuals who call, please contact the Music Office.

A book of job announcements is kept in the Department of Music Office. Campus work-study positions are listed in the Work-Study Office and on the Career Center Office. Department of Music positions are also available from the Department of Music Account Clerk. For more information about work-study allocations, see the Financial Aid office in Rocket Hall.

## **INTERNATIONAL STUDENT EMPLOYMENT**

International students enrolled at UT under an F-1 or J-1 visa are subject to federal rules and regulations governing F1 and J1 students. Unauthorized off-campus employment causes a student to go out of status, and this can only be resolved via an expensive and time-consuming process. Sometimes it is not resolved. Authorized off-campus employment can only be accepted by an F1 and J1 international student if approval is granted in advance through an application process administered by the International Student Office in Snyder Memorial Hall. If an International student wishes to work on-campus, paid through UT, it is not necessary to obtain special permission via the International Student Office. When in doubt about work, whether on- or off-campus, go to the International Student Office for assistance.

## **VI. CONCLUSION**

Upon reviewing the *Student Handbook*, you have recognized several methods and procedures in assessing student progress. The Department formally assesses expected student outcomes on an annual basis and constantly strives to improve its delivery of instruction.

At the time of your graduation, undergraduate and graduate degree candidates are requested to make an appointment with the Chair of the Department for an Exit Interview. The interview is a private and confidential discussion that centers on the student's perceptions on any aspect of the Department - its degree programs, courses, performance program, policies and practices, and the like, as they pertain to career or graduate school preparation.

About 4-5 years after graduation, graduates will receive a questionnaire in which the Department's alumni will be requested to again assess the program, at which time most all should be working in the field.

The final two assessment measures will aid us significantly in program improvement and program innovation.

*Revised Fall 2016*